



SUPPLIER BUYER EXCHANGE

AN ONLINE NEWSLETTER FOR PEOPLE INTERESTED IN VIRGINIA'S GOVERNMENT PURCHASING PROCESS



FORUM 2007

Steering a Course to Excellence

Year-End Newsletter

On October 30th, the Virginia Department of General Services held its 19th annual Public Procurement Forum in Hampton, Virginia where the buyer and supplier community alike celebrated the first-ever Governor's SWaM Awards ceremony. Secretary of Administration Viola Baskerville presented awards to agencies and procurement officers across the Commonwealth who have made great strides in the Governor's SWaM initiative.

Please join the VDBA team in congratulating all the nominees and respective category winners for their accomplishments in driving small business success in Virginia.

WEBINAR

BUSINESS FINANCING BASICS: Grants, Equity, & Debt

Starting and growing a company takes cash. Log in to learn about the 3 basic sources of funding, how to access them, and what to expect from each. Presented by the **Virginia Small Business Financing Authority**, the business lender and provider of loan guaranties that is part of the Virginia Department of Business Assistance.

SWaM Top Performers for FY 2007 Award

SMALL ORGANIZATION

Virginia Department of Rail and Public Transportation

- For FY 2006, SWaM procurement number stood at 2.76%
- For FY 2007, their rate rose to 56%, resulting in a 1,932 percent increase!

MEDIUM ORGANIZATION

Norfolk State University

- NSU's Procurement Services Department achieved a 48.5% spend rate for SWaM vendors in FY 07.

LARGE ORGANIZATION

Department of Forensic Science

- Achieved a 31.5% SWaM rate
- That rate translated into \$3.7 million dollars spent with SWaM vendors

SWaM Champion Award

SMALL ORGANIZATION

Ashley Todd, Jamestown Yorktown Foundation

- 399 years of SWaM under utilization
- Ashley organized the Historic Triangle Business Opportunities Forum, with 150 vendors

LARGE ORGANIZATION

C. Edward Gibbs, Director of Procurement, Real Estate and Finance Virginia Commonwealth University

- Ed developed "SWaM Fest," a program that has been a magnet for matching SWaM vendors and purchasers

Colette Sheehy, Vice-President for Management and Budget, University of Virginia

- Established two University Diversity Director positions
- Under her leadership, SWaM spend grew from 0% two years ago to 148% today

Innovator/Best Practice Award

SMALL ORGANIZATION

Patty Wilson, Procurement and Payables Manager and David James, Director of Contracts and Real Estate, Virginia Port Authority

MEDIUM ORGANIZATION

Christopher Newport University

LARGE ORGANIZATION

Karen Stephenson, Department of Medical Assistance Services

Out of the Box Award

LARGE ORGANIZATION

University of Virginia Supplier Diversity Staff

SUPPLIERBUYER EXCHANGE
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Business Assistance (VDBA).



VIRGINIA DEPARTMENT OF BUSINESS ASSISTANCE
Connecting Businesses with Resources

WWW.VDBA.VIRGINIA.GOV

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Success Story

ARLETTE JONES IS SEWING UP SUCCESS IN CHESAPEAKE VIRGINIA

It's always nice to observe the great variety of goods and services that the Commonwealth purchases.

Arlette Jones, owner of Fabric Galleria, Incorporated in Chesapeake, VA, is just one of many vendors throughout the Commonwealth who has had the opportunity to experience that variety first-hand.

In operation since 1995, her home and commercial décor business provides products and services in areas such as wall coverings, blinds, privacy treatments and more. Though the business has been SWaM-certified for only a year, she had been involved in procurement with the Commonwealth about 10 years ago: before spending mandates related to the SWaM initiative were enforced.

Since becoming SWaM certified, one of her biggest state government customers is Old Dominion University.

"My experience has been great so far," she says. "VDBA has been a great help, and walked me right through the process."

When asked what advice she would offer other vendors trying to get involved in state procurement, Jones implies that preparation and persistence are key.

She says that when she was considered for her first contract with Old Dominion University since becoming SWaM certified, she was asked very specific questions about her products, and her capability to complete the job as specified.

"You have to be able to answer those questions," she says. "And in my case, we won the contract, and our turnaround time was even faster than what was expected."

Jones encourages vendors to remain positive during the process. "Don't give up," she says. "The first few jobs I bid for, I didn't get."

"I created a capability statement," she says. "Mine is about 6 or 7 pages long, and it includes all of the information about my business, and

what types of jobs I have completed in the past. I packaged it very well, and I either give these to buyers when I meet with them, or mail it to them afterwards."

"This allows buyers to learn about your business in more detail, and shows the credibility of your business," she says.

Fabric Galleria has recently closed its retail location and moved into a centrally-located office.

In addition to her décor business, Jones has recently decided to pursue another business venture as well: Xtreme Concrete – a commercial concrete business.

The VDBA team looks forward to continuing to work with Ms. Jones as she pursues additional opportunities.

If you have a success story with the Commonwealth procurement process, we'd like to hear from you. Please forward your story to Tiffany Taylor-Minor at Tiffany.Taylor-Minor@vdba.virginia.gov.

WHAT'S NEW WITH EVA?

from the Department
of General Services

Current statistics reveal that 'password resetting' is the most common vendor issue filtering through the eVA Customer Care hotline.

Existing eVA application program settings automatically force passwords to expire annually. The reset function is actually a security measure for vendors using eVA.



Periodic account maintenance is highly recommended, especially for occasional eVA users. By logging in more frequently users can update passwords and profile settings to maximize their exposure to business opportunities in the Commonwealth.

However, as a result of the increase in password inquiries at the eVA Customer Care Center, DGS has updated the "password reset" link, situated in the vendor log in box. The link says "eVA Or Ariba Password Problems? Click Here." This new page is more robust and addresses Ariba password issues as well.

If you have additional password or eVA setting questions, please contact eVA Customer Care at 1-866-289-7367.

Do you want to view or monitor the Commonwealth's progress with the SWaM Procurement Initiative? The SWaM Dashboard is available on-line at <https://www.bfountain.com/swam/dashboard/> and provides you with a graphical view of the Commonwealth's spending with small, women- and minority-owned businesses.

The SWaM Dashboard is an electronic tool that gathers and analyzes procurement activity within the Commonwealth and offers a variety of reports and charts of the data. You can also access the Dashboard from the Department of Minority Business Enterprise's website at www.dmb.e.virginia.gov.

HOW TO ADD COMMODITY CODES TO YOUR eVA VENDOR PROFILE

1. Visit the eVA home page as www.eva.virginia.gov and scroll to the bottom of the page to login to your Vendor account.
If you need help with your username and/or password, click the link under the login box as shown.
2. Click on the Account Maintenance link.
3. Click on the Commodities link.
4. Click on the Add Commodities link.
5. Type keywords describing your products or services in the commodity/description field OR the 5 digit code in the commodity/service Code field.
Then Click the Browse link.
6. Check the boxes next to the commodities you would like to add to your account.
Then click Select Button.

STILL NEED HELP?

Visit <http://learnabouteva.dgs.virginia.gov/NIGP.aspx> to find as many Commodity Codes as possible that match the products and/or services your company offers.

There is a keyword search available on this page, as well as a link to download the book as a PDF file.

When using the keyword

search, use general words in the singular form (i.e. towel vs. towels) to return more codes from your search.

If you are still having trouble locating the correct commodity codes or would like other general business assistance, you may contact the Virginia Department of Business Assistance at 1-866-248-8814. You may also visit their website, www.vdba.virginia.gov, for more information.

VDBA PROCUREMENT ASSISTANCE EVENTS

NOVEMBER 7-8 - CHESTER
Gov't Contractors : Cost & Pricing Workshop

NOVEMBER 8 - FRONT ROYAL
Entrepreneur Express

NOVEMBER 8 - SOUTHSIDE
Entrepreneur Express

NOVEMBER 12 - SOUTH BOSTON
Elements of Web Design

NOVEMBER 15 - CLIFTON FORGE
Entrepreneur Express

NOVEMBER 15 - FALLS CHURCH
Entrepreneur Express

NOVEMBER 16 - WASHINGTON, D.C.
SWaM Contracting Expo

NOVEMBER 27 - WEBINAR
Vendor Reports

PLEASE VISIT OUR WEBSITE,
WWW.VDBA.VIRGINIA.GOV/EVENTS
FOR ADDITIONAL
CALENDAR OFFERINGS.

HELPFUL RESOURCES

Virginia Department of Business Assistance (VDBA)
804-371-8200
www.vdba.virginia.gov

General Questions:
Virginia Business Information Center (VBIC) -
1-866-248-8814
vbic@vdba.virginia.gov

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Spend Report/Target Marketing Assistance:
Serwa Lee
804-371-0465
serwa.lee@vdba.virginia.gov

Department of Minority Business Enterprise (DMBE) - SWaM Certification
1-800-223-0671
(Toll free in Virginia only)
www.dmb.e.virginia.gov

Customer Care Specialist
804-786-1718
www.dmb.e.virginia.gov

eVA Customer Care
1-866-289-7367
eVAcustomer@care@dgs.virginia.gov
www.eva.virginia.gov

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